California Department of Education
Child Development Division
Form CD 9400 (Rev. 10/01)

Enrollment and Attendance Register for Child Care and Development Programs

(See reverse for instructions)

KEY	
E – First day of enrollment	
L - Last day of enrollment	
A – Absent unexcused	
Ⓐ – Absent excused	

Deposits

Subsidized	Other	Total deposit	Date

Total monthly deposit

Agency _____

Site _____

Month _____

CERTIFICATION
To the best of my knowledge and belief, this Register page has been kept as required by law and in accordance with the instructions of the Superintendent of Public Instruction.

[Signed]_____
Director, teacher, or authorized employee

Name of enrollee		Group designation	Daily fee	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Amount received	Receipt no. and date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Amount received	Receipt no. and date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Amount received	Receipt no. and date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Amount received	Receipt no. and date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Amount received	Receipt no. and date	Days of enrollment	Days of attendance	Total fees due for month	Total fees received this month	Remarks	
	1																																																					1
	2																																																				2
	3																																																				3
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INSTRUCTIONS FOR USING FORM CD-9400, ENROLLMENT
AND ATTENDANCE REGISTER
FOR CHILD CARE AND DEVELOPMENT PROGRAMS

The "Enrollment and Attendance Register for Child Care and Development Programs" is the document on which enrollment and attendance data are recorded. It is a source document on which the reimbursement for child development programs is based. All child development agencies providing state-subsidized care for children must maintain this register or a similar document containing the same information. The register will contain data for each month of operation and must be completed in its entirety and signed by an authorized representative.

Identification of Document

Enter the names of the agency and site and the month.

Names of Enrollees

Enter alphabetically, within each of the following groups, the names of children in subsidized care:

- Infants (up to 18 months)
  One-half time
  Three-quarter time
  Full time
  Full time plus

- FCCH Infants (up to 18 months)
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Toddlers (18 months up to 36 months)
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Three years and older
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Exceptional Needs
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Limited and non-English proficient
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Children at risk of abuse or neglect
  One-half time
  Three-quarter time
  Full time
  Full time plus

- Severely handicapped
  One-half time
  Three-quarter time
  Full time
  Full time plus

At the end of each group of names, leave enough space to write "TOTAL."

1. Each child should be listed in the group that applies. A child that is eligible for more than on group should be listed in the group which would provide the largest reimbursement factor. Example: A three-year-old also meets the definition of "limited and non-English proficient" children* Since the reimbursement factor for "three years and older" is 1.0, whilc the factor for "limited and non-English proficient" is 1.1, list the child in the "limited and non-English proficient" group.
2. A child's name should be listed in all the time sections of a group as appropriate. Example: A three-year0old is enrolled *full-time* for some days and *one-half-time* for other days; therefore, the child's name should appear twice on the register: once in the "three year and older – full-time" group and once in the "three year and older – one-half time" group.
3. After all subsidized children are listed, list the non-subsidized children in the same manner.

- *Definition of limited and non-English proficient children: Children who are unable to benefit fully from an English-only child care and development program due to having used a language other than English when they first began to speak, or due to having a language other than English predominantly or exclusively spoken at home.*

Daily Fee

Enter the fee amount (if applicable) to be collected in advance for each child. If the daily fee changes within a given month, report in the "Remarks" column the new daily fee and the date of change.

Days of Operation

Use on register (or more if needed) for each calendar month. Write the date above each day on which the program will be in operation during the month. Do not write the date above those days on which the program will not operate; this will facilitate the counting of days of attendance and days of enrollment at the end of the month.

Enrollment

Enter the letter "E" on the first day the child is enrolled. Line out all days proceeding the date of enrollment. If a child is enrolled for only certain days each week, enter "X" on the days on which the child is not enrolled or identify these days in the "remarks" column so that the days will not be counted as days of enrollment.

Withdrawal

Enter the letter "L" on the last day of the child's enrollment. Line out all subsequent dates.

Attendance

When an enrolled child is present for any portion of a day, make no mark in the box for that child for that day. When and enrolled child is absent (i.e., is not present at all), write the letter "A" in the box for that child for that day. If the absence is determined to be excused *and is documented as such,* circle the letter "A."

Amount Received (Parent Fees)

Record parent fees in the week they are received, even if the fee covers periods other than that week. The amount of the fee collected is recorded in the column marked "Amount received" following that week. Fees that are collected toward the end of the fiscal year and that cover portions of the next fiscal year should be prorated. Only the amount covering the current fiscal year should be included on the current register.

Receipt Number and Date

Enter in the column marked "Receipt no. and date" the number is the receipt given to the parents upon payment of fees and the date the receipt was issued.

Days of Enrollment

Count the days on which the child was enrolled in the program during the month, including days *present, absent excused*, and *absent unexcused*. Enter this number in the column marked "Days of enrollment."

Days of Attendance

Count the days on which the child was *present* or *absent excused*. Enter this number in the column marked "Days of attendance."

Total Fees Due for Month

Report the total fees assessed for the child for the month (see fee schedule).

Total Fees Received This Month

Report the fees actually received for the child for the month.

Deposits

The "Deposits" section is to be used to record all bank deposits of parent fees collected. Enter the date and the amount of each deposit. Fees collected from families of children in state-subsidized care are recorded in the "Subsidized" column. The "Other" column is to be used to record fees collected from families of children whose care is not subsidized. All fees collected in a month must be deposited no later than the last working day of that month.

Record Retention

The enrollment and attendance register must be retained by the agency for a minimum of five (5) fiscal years for audit purposes. If an audit is in progress at the end of the five-year period, the register must be maintained until the audit is completed.